

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNG Regulation
No. 25-1
CA ANG Regulation
No. 4-71

1 July 1991

Information Management
GENERAL POLICIES

1. **PURPOSE.** This regulation establishes the policies, procedures, and responsibilities governing the preparation, review, approval, reproduction, and distribution of standard California National Guard publications.
2. **GENERAL.** California Army and Air National Guard policies, orders, instructions and information are to be published in the appropriate publications as prescribed herein.
3. **RESPONSIBILITIES.**
 - a. Director of Administration, Office of the Adjutant General (OTAG), will exercise staff supervision over matters concerning all CAL ARNG publications to include numbering, authentication, duplication, maintenance of indexes and references files, distribution and stockage.
 - b. Director of Personnel and Administration, Air, will:
 - (1) Exercise staff supervision over matters concerning CA ANG publications as identified in appropriate Air Force and Air National Guard regulations.
 - (2) Insure distribution of the copies of joint CAL ARNG/CA ANG publications provided by OTAG Director of Administration.
 - (3) Provide detailed distribution list and quantities of items to be distributed when distribution is to be made by OTAG Mailroom/Distribution Section.
 - c. OTAG Staff Elements. Should special distribution be required the proponent may do so in cooperation with Mailroom/Distribution Section personnel through completion of a distribution checklist. The checklist is to be reviewed at least twice a year to insure needs of the staff elements are being met.
 - d. Organization/Unit Commanders are responsible for their command-wide publications system. Services provided will be comparable to those of the OTAG Director of Administration, as appropriate.
4. **AUTHORIZED ARMY PUBLICATIONS.**
 - a. California Army National Guard Regulations (CAL ARNGRs) establish policies and responsibilities and prescribe administrative procedures. They do not contain material of an historic nature or lengthy background explanations. Each regulation is confined to one subject. Subjects applicable to both Army and Air National Guard will be issued by this headquarters as joint publications.

*This regulation supersedes CAL ARNGR 310-1/CA ANGR 4-71, dated 1 August 1989.

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b. California Army National Guard Circulars (CAL ARNG Cir) contain instructions relating to one-time actions or informative material of a temporary nature. Each circular will bear an expiration date not later than two years from date of issue.

c. California Army National Guard Training Circulars (CAL ARNG TC) contain training directives or information of an interim nature, and remain in effect until rescinded or superseded.

d. California Army National Guard Pamphlets (CAL ARNG Pam) contain information, guidance or reference material of a continuing nature pertaining primarily to administrative matters. Pamphlets will not be used when implementing CAL ARNGRs at a lower level. Pamphlets are numbered in accordance with Table 2-4, AR 25-30 and remain in effect until rescinded or superseded.

e. Bulletins (BUL) contain information or advisory material. Unofficial information of general interest may be included. To insure the legality of the official portions, a statement is placed in regulations or permanent orders of the issuing command that official notices in bulletins are regular orders of the command. Bulletins may be published daily or less frequently as commanders desire. Bulletins are numbered consecutively by calendar year.

f. Memorandums (Memo).

(1) Formal. Memorandums used to convey correspondence, policies and procedures to organizations other than the issuing headquarters. Each memorandum is confined to a single subject.

(2) Informal. Memorandum used within the offices of a headquarters to relay information from one elements of the organization to another.

(3) OTAG Memorandums (OTAG Memo) are published as a means of expeditiously conveying information to OTAG staff members (Army and Air) and in some instances to field elements.

g. Permanent Orders contain material of general interest, semipermanent or permanent in duration, such as announcements of reorganizations, awards, unit citations, etc. Permanent orders are numbered consecutively for each calendar year, starting with the number one followed by the number of the order issued the same day. For example, the fifth permanent order issued by an organization on 1 January would be numbered 1-5, and the first permanent order issued on 2 January would be numbered 2-1. If no order was issued on 3 January, the first permanent order issued on 4 January would be numbered 3-1.

h. Orders contain directives affecting the status of individuals. Orders will be numbered consecutively for each calendar year, starting with the number one followed by the number of the order issued the same day. For example, the 55th order issued by an organization on 1 January would be numbered 1-55, and the first order issued on 2 January would be numbered 2-1. If no order was issued on 3 January, the first order issued on 4 January would be numbered 3-1. When an order has one paragraph it will not be numbered. When an order has more than one paragraph, paragraphs will be numbered consecutively.

i. Supplements are used to implement directives issued by higher headquarters when necessary to satisfy an additional requirement or to clarify specific portions of the basic publication. The issue of supplements will be limited as much as possible. They will be issued at the highest command level practical and should include sufficient information to minimize or eliminate the need for subordinate commanders to further supplement. Supplements will not alter or

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change the publication. Supplements will be filed in front of the publication they augment. Supplementation of CAL ARNGRs, to include joint CAL ARNG/CA ANG Regulations, Circulars or Training Circulars is prohibited without written consent of the Director of Administration, OTAG, in conjunction with the proponent.

(1) The format of a supplement follows the format of the basic publication being supplemented.

(2) A separate paragraph will be used for each paragraph supplemented. Each paragraph of the supplement will be identified with the number of the paragraph or subparagraph of the basic publication which it supplements.

(3) Each supplement will contain a clearly worded statement to indicate to subordinate commanders whether further supplementation is prohibited, limited, or required at a specific level. This statement will be placed on the first page just below the title of the supplement.

5. **AUTHORIZED AIR PUBLICATIONS.** CA ANG publications authorized are as identified in appropriate CA ANG and Air Force regulations.

6. **AUTHORIZED JOINT PUBLICATIONS.** Joint CAL ARNG/CA ANG publications are those publications that are applicable to both Army and Air National Guard elements, when mutually agreeable. Joint publications will contain a joint heading and will be published in the appropriate media and numbered in accordance with Chapter 2, AR 25-30 and Paragraph 1 AFR 5-4.

7. **POLICIES.** a. Each CAL ARNG major command, state controlled annual training site and Office of the USPFO are authorized to issue publications. This authority may be delegated to subordinate organizations/units for publication of appropriate directives unique to those elements. In exercising this authority, the following policies will apply:

(1) Distribution of publications will not normally occur outside the command except for those items prescribed in paragraph 2-11 AR 25-30.

(2) Subject matter of general application to command/elements will be covered in publications of the highest headquarters possible.

(3) Text will be in sufficient detail to permit implementation with a minimum of administrative effort.

(4) Publications will not conflict with or duplicate information and instructions contained in publications of a higher level. When necessary and authorized, supplements to publications of higher headquarters will be issued.

(5) Prior to publication, draft publications will be screened to insure essentiality, clarity, brevity, accuracy, compliance with established standards, use of neutral language and consistency with higher headquarters publications.

(6) Numbering of publications for which consecutive numbering is not prescribed herein will conform with one of the basic (series) numbers prescribed in Table 2-4, AR 25-30.

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(7) Review of existing publications will be accomplished at least every 18 months. Those no longer required will be rescinded, and those requiring updating will be appropriately modified.

b. CA ANG organizations/units will implement and maintain CA ANG policies and procedures pertaining to CA ANG publications in accordance with appropriate CA ANG and Air Force publications.

8. DISTRIBUTION. a. Distribution of authorized publications will be made in accordance with distribution symbol identified within the appropriate format of the publication by the proponent. A distribution formula or scheme is used to indicate level and quantity of distribution. CAL ARNG distribution scheme is identified in the Appendix.

b. Director of Personnel and Administration, Air distributes all publications to the CA ANG units to include joint CAL ARNG/CA ANG publications. Copies of joint regulations will be distributed in accordance with CA ANG distribution scheme identified in the Appendix.

c. USPFO distribution scheme for USPFO publications is announced separately.

d. Bulk distribution will be made to field commands in sufficient quantities for further distribution to subordinate elements and individuals.

9. ORGANIZATION/UNIT DISTRIBUTION. a. Army. Commanders will insure that publications are distributed promptly to all individuals and units concerned. In addition, distribution of publications will include copies to this headquarters as indicated:

(1) Orders. Three copies to this headquarters, ATTN: CAMP-SIB, plus one copy to each individual listed on the orders. (Paragraph 3-6 SIDPERS Procedure Manual).

(2) Permanent Orders. One copy of Permanent Orders pertaining to Officer personnel only, to this headquarters, ATTN: CAMP-SIB, plus one copy to each individual listed on the orders.

(3) Regulations, Manuals, Circulars, Pamphlets, Supplements. One copy directed to the attention of the appropriate OTAG branch/office.

b. Air. CA ANG units will distribute orders, regulations, manuals, pamphlets, supplements, and other organizational unit publications in accordance with appropriate Air Force and CA ANG publications.

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APPENDIX

CAL ARNG/CA ANG DISTRIBUTION SCHEME

<u>ORGANIZATION/ELEMENTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>T</u>	<u>M</u>	<u>F</u>
Division	20	15	15	4	30	-	-
Div Arty, DISCOM, Bde, Gp	4	4	4	1	10	-	-
Bn, Hospital, AVCRAD	2	2	-	*	4	-	-
Co/Btry/Trp & Sep Det	1	-	-	*	2	-	-
HQs, Sixth US Army	3	3	-	-	-	-	-
Readiness Groups	3	3	-	-	-	-	-
USP&FO	5	5	5	10	15	5	-
Files	30	10	10	5	-	-	-
OMS	1	-	-	-	2	-	-
ARNG (Directorates)	1	1	1	1	1	1	-
NICI	1	1	1	1	1	3	-
ANG	-	-	-	-	1**	10	75

*Copies for each individual are sent to the Unit of Assignment only.

**ANG Technician announcements only.

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(CAAS)

BY ORDER OF THE GOVERNOR:

OFFICIAL
STATE OF CALIFORNIA
OFFICIAL
JOHN D. TYRRELL
LTJG (CA), FA, CAPT ARNG
Director, Office of Administration
DEPARTMENT OF THE ARMY

ROBERT C. THRASHER
Major General
The Adjutant General

DISTRIBUTION:

Army - A
Air - F
M